DOCUMENT RESUME

ED 080 105 JC 730 180

TITLE	Utilization of Para-Professional Counselors. Final Project Report.
INSTITUTION	Southwestern Coll., Chula Vista, Calif.
SPONS AGENCY	California State Dept. of Education, Sacramento. Bureau of Program Planning and Development.
PUB DATE	30 Sep 71
NOTE	38p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Counseling Effectiveness; Counseling Services; *Counselors; *Counselor Training; Manpower Utilization; On the Job Training; *Paraprofessional School Personnel; Post Secondary Education; Program Descriptions
IDENTIFIERS	Elementary Secondary Education Act Title III; ESEA Title III

ABSTRACT

This Title III project involved the training and utilization of a paraprofessional counselor in working with a sample of first-time freshmen students at California's Southwestern College. The hypothesis was that a team consisting of a paraprofessional and professional counselor wound be more effective in counseling; the assignment of routine tasks to the paraprofessional will enable the professional to concentrate on his area of expertise. The paraprofessional received special training from the professional counselor, and an inservice training program was also conducted. A data card was designed to determine whether a student seeking counseling could be assigned to the paraprofessional and to determine the total number of students the counselors see. This final report is presented in three parts--statistical data, narrative, and financial data. The Para-Professional Training Manual is attached. (KM)

ED 080105

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FINAL PROJECT REPORT

PROJECT TITLE: Utilization of Para-Professional Counselors

FROM: Southwestern College
900 Otay Lakes Road
Chula Vista, California

JC 730 180

DATE: September 30, 1971

Project No. 0808
ESEA - TITLE III

FILMED FROM BEST AVAILABLE COPY

PART I - STATISTICAL DATA

APPENDIX M
Form FO 379
(Revised 7-70)

CALIFORNIA STATE DEPARTMENT OF EDUCATION
Bureau of Program Planning and Development, Title III, ESEA
Supplementary Centers and Services Program
(Title III, ESEA, PL 89-10)

CLAIM FOR REIMBURSEMENT

Project Number	Budget Period (Mo., Day, Year)	Date of Notification of Grant Award	
0808	Beginning: July 1, 1970 Ending: June 30, 1971	February 2, 1971	___ Project Continuing X Project Terminated

NOTE: A separate claim must be made for funds awarded from different fiscal years. Therefore, a separate claim must be made for each grant award. (See instructions on the back of this sheet.)

Expenditures	$ 7600.00
Cash advance received	None
Reimbursement now claimed	$ 7600.00
- OR -	
Excess cash received (See instructions for handling excess)	$

CERTIFICATION

I CERTIFY that the expenditures reported above have been made, and that all obligations have been liquidated; that this project has been conducted in accordance with applicable laws and regulations; that the approved application for this project plus any approved amendments are available for audit.

[signature]
Signature of Authorized Agent

Sweetwater Community College District
Legal name of district or organization

Superintendent/President
Title

900 Otay Lakes Road
Street Address

September 29, 1971
Date Signed

Chula Vista | California | 92010
City | State | ZIP Code

FOR STATE USE ONLY
PROJECT COMPLETION AND CLAIM APPROVED
By _____
Bureau of Program Planning and Development

California State Department of Education
721 Capitol Mall
Sacramento, California 95814

Bureau of
Program Planning
& Development

ESEA TITLE III STATISTICAL DATA
Elementary and Secondary Education Act of 1965
(P.L. 89-10 as amended by P.L. 90-247)

THIS SPACE FOR STATE USE ONLY	PROJECT NUMBER	District Code	COUNTY CODE		

SECTION A - PROJECT INFORMATION

1. REASON FOR SUBMISSION OF THIS FORM (Check one)
- A [ ] INITIAL APPLICATION FOR TITLE III GRANT OR RESUBMISSION
- B [ ] APPLICATION FOR CONTINUATION GRANT
- C [X] END OF BUDGET PERIOD REPORT

2. IN ALL CASES EXCEPT INITIAL APPLICATION, GIVE ASSIGNED PROJECT NUMBER:

3. MAJOR DESCRIPTION OF PROJECT (Check one only)
- A [X] INNOVATIVE
- C [ ] ADAPTIVE
- B [ ] EXEMPLARY

4. TYPE(S) OF ACTIVITY (Check one or more)
- A [ ] PLANNING OF PROGRAM
- C [ ] CONDUCTING PILOT ACTIVITIES
- E [ ] CONSTRUCTING
- B [ ] PLANNING OF CONSTRUCTION
- D [X] OPERATION OF PROGRAM
- F [ ] REMODELING

5. PROJECT TITLE (5 Words or Less)

Utilization of para-professional counselors

6. BRIEFLY SUMMARIZE THE PURPOSE OF THE PROPOSED PROJECT AND GIVE THE ITEM NUMBER OF THE AREA OF MAJOR EMPHASIS AS LISTED IN SEC. 303, P.L. 89-10. (See instructions) To select a sample of first-time freshmen and assign these students to a professional counselor. The counselor will train and work with the para-professional counselor. The para-professional counselor will be assigned the more routine tasks in the counseling process, releasing the professional counselor for educational, vocational, and professional counseling

ITEM NUMBER 9

7. NAME OF APPLICANT (Local Education Agency)	8. ADDRESS (Number, Street, City, State, Zip Code)	
Southwestern College	900 Otay Lakes Road, Chula Vista, California 92010	
9. NAME OF COUNTY	**10. CONGRESSIONAL DISTRICT**	
San Diego	37th	
11. NAME OF PROJECT DIRECTOR	**12. ADDRESS (Number, Street, City, State, Zip Code)**	**PHONE NUMBER**
Lloyd R. Cassady	900 Otay Lakes Road Chula Vista, California 92010	420-1080 AREA CODE 714
13. NAME OF PERSON AUTHORIZED TO RECEIVE GRANT (Please type)	**14. ADDRESS (Number, Street, City, State, Zip Code)**	**PHONE NUMBER**
Chester S. DeVore	900 Otay Lakes Road Chula Vista, California 92010	420-1080 AREA CODE 714

15. POSITION OR TITLE

Superintendent/President

SIGNATURE OF PERSON AUTHORIZED TO RECEIVE GRANT	DATE SUBMITTED
[signature]	9-29-71

SECTION A – Continued

16. LIST THE NUMBER OF EACH CONGRESSIONAL DISTRICT SERVED	17A. TOTAL NUMBER OF COUNTIES SERVED	18. LATEST AVERAGE PER PUPIL ADA EXPENDITURE OF LOCAL EDUCATION AGENCIES SERVED
37	B. TOTAL NUMBER OF LEA'S SERVED: Seven	$ 900.89
	C. TOTAL ESTIMATED POPULATION IN GEOGRAPHIC AREA SERVED: 170,000	

SECTION B – TITLE III BUDGET SUMMARY FOR PROJECT (Include amount from item 2c below)

1.		PREVIOUS OE GRANT NUMBER	BEGINNING DATE (Month, Year)	ENDING DATE (Month, Year)	FUNDS REQUESTED
A.	Initial Application or Resubmission				$
B.	Application for First Continuation Grant				$
C.	Application for Second Continuation Grant				$
D.	Total Title III Funds				$
E.	End of Budget Period Report		February 1971	6-30-71	

2. *Complete the following items only if this project includes construction, acquisition, remodeling, or leasing of facilities for which Title III funds are requested. Leave blank if not appropriate.*

A. *Type of function (Check applicable boxes)*

1 ☐ REMODELING OF FACILITIES 2 ☐ LEASING OF FACILITIES 3 ☐ ACQUISITION OF FACILITIES

4 ☐ CONSTRUCTION OF FACILITIES 5 ☐ ACQUISITION OF BUILT-IN EQUIPMENT

B. 1. TOTAL SQUARE FEET IN THE PROPOSED FACILITY	2. TOTAL SQUARE FEET IN THE FACILITY TO BE USED FOR TITLE III PROGRAMS	C. AMOUNT OF TITLE III FUNDS REQUESTED FOR FACILITY
		$

SECTION C – SCHOOL ENROLLMENT, PROJECT PARTICIPATION DATA AND STAFF MEMBERS ENGAGED

1.			PRE-KINDERGARTEN	KINDERGARTEN	GRADES 1-6	GRADES 7-12	ADULT	~~OTHER~~ 13-14	TOTALS	STAFF MEMBERS ENGAGED IN IN-SERVICE TRAINING FOR PROJECT
A	School Enrollment in Geographic Area Served	(1) Public						7023	7023	
		(2) Non-public								
B	Persons Served by Project	(1) Public						300	300	
		(2) Non-public								
		(3) Not Enrolled								
C	Additional Persons Needing Service	(1) Public								
		(2) Non-public						3700	3700	
		(3) Not Enrolled								

2. TOTAL NUMBER OF PARTICIPANTS BY RACE (Applicable to figures given in item 1B above)	WHITE	NEGRO	AMERICAN INDIAN	OTHER NON-WHITE	TOTAL
	228	8	4	60	300

SECTION C - continued

3. RURAL/URBAN DISTRIBUTION OF PARTICIPANTS SERVED OR TO BE SERVED BY PROJECT

PARTICIPANTS	RURAL		METROPOLITAN AREA		
	FARM	NON-FARM	CENTRAL-CITY	NON-CENTRAL CITY	OTHER URBAN
PERCENT OF TOTAL NUMBER SERVED		10%		60%	30%

SECTION D - PERSONNEL FOR ADMINISTRATION AND IMPLEMENTATION OF PROJECT

1. PERSONNEL PAID BY TITLE III FUNDS

TYPE OF PAID PERSONNEL	REGULAR STAFF ASSIGNED TO PROJECT			NEW STAFF HIRED FOR PROJECT		
	FULL-TIME 1	PART-TIME 2	FULL-TIME EQUIVALENT 3	FULL-TIME 4	PART-TIME 5	FULL-TIME EQUIVALENT 6
A. ADMINISTRATION/ SUPERVISION						
B. TEACHER:						
(1) PRE-KINDERGARTEN						
(2) KINDERGARTEN						
(3) GRADES 1-6						
(4) GRADES 7-12						
(5) OTHER						
C. PUPIL PERSONNEL SERVICES				1		
D. OTHER PROFESSIONAL						
E. ALL NON-PROFSSIONAL				1		

F. FOR ALL CONSULTANTS PAID BY TITLE III FUNDS ——> (1.) TOTAL NUMBER RETAINED _____ (2.) TOTAL CALENDAR DAYS RETAINED _____

2. PERSONNEL NOT PAID BY TITLE III FUNDS

TYPE OF UNPAID PERSONNEL	REGULAR STAFF ASSIGNED TO PROJECT			NEW STAFF HIRED FOR PROJECT		
	FULL-TIME 1	PART-TIME 2	FULL-TIME EQUIVALENT 3	FULL-TIME 4	PART-TIME 5	FULL-TIME EQUIVALENT 6
A. ADMINISTRATION/ SUPERVISION		1	20%			
B. TEACHER:						
(1) PRE-KINDERGARTEN						
(2) KINDERGARTEN						
(3) GRADES 1 TO 6						
(4) GRADES 7-12						
(5) OTHER						
C. PUPIL PERSONNEL SERVICES		1	25%			
D. OTHER PROFESSIONAL		1	10%			
E. ALL NON-PROFESSIONAL						

F. FOR ALL CONSULTANTS NOT PAID BY TITLE III FUNDS ——> (1.) TOTAL NUMBER RETAINED _____ (2.) TOTAL CALENDAR DAYS RETAINED _____

SECTION B - SERVICES OFFERED, PERSONS DIRECTLY SERVED, AND ESTIMATED COST OF SERVICES - ALL PROJECTS ACTIVE DURING FISCAL YEAR - TOTAL NUMBER OF PARTICIPANTS (Persons May Be Counted More Than Once)

A. MAJOR PROGRAMS OR SERVICES	NUMBER OF PUPILS BY GRADE LEVEL				XXXXXX 13-14	OUT OF SCHOOL YOUTH	NUMBER OF NON-PUBLIC PUPILS	ESTIMATED COST (Amount may overlap)
	PRE-K	K	1-6	7-12				
1. Develop, Plan, Evaluate, or Disseminate Activities								
2. Better Utilization of In-Service Education of Instructional Personnel								
3. Program for Institutional Improvement (Organization, Administration)								
4. Education Centers Serving a Large Area								
5. Improve or Expand Curriculum								
Arts (Music, Theater, etc.)								
Language Arts								
Foreign Languages								
Mathematics								
Science								
Social Studies/Humanities								
Vocational/Industrial Arts								
Other-Specify								
6. Educational Technology Media								
Computers								
TV/Radio								
Other-Specify								
7. Improve Classroom Instruction								
Flexible Schedule, Individual Instruction								
Other-Specify								
8. Remedial and Special Education								
Handicapped								
Gifted								
Remedial Reading								
Speech and Hearing								
Other-Specify								
9. Pupil Personal Services								
Guidance								
Social Work					300			$7600
Health								
Psychological								
Attendance								
10. Community Service or Participation								
11. Meeting Critical Educational Needs								
Central City								
Geographically Isolated								
Minority Groups								
Early Childhood								
12. Summer Programs								

PART II - NARRATIVE

2.2 PART II - Narrative

A. Abstract

1. A professional counselor will train a para-professional counselor and work with a sample of first-time freshmen students. This will be accomplished in the Fall Semester and the para-professional and professional counselor will work with a specific number of students to be assigned to this team. The hypothesis is that this team will be more effective in dealing with the counseling process due to the assignment of the more routine tasks to the para-professional counselor and the professional counselor will be able to concentrate on his area of expertise.

2. We would employ a certificated counselor and a para-professional counselor. The counselor would train the para-professional counselor over an approximate period of four and one-half months. We would also design a data card to determine the nature of the student's appointment and if this appointment could be assigned to the para-professional counselor. We also indicated we would compare the retention rate of this target group of first-time freshmen with that of the other first-time freshmen to determine grade point average, certificates and degrees earned and the optimum increment of the students assigned to the team of the professional and the para-professional counselors.

3. The activities to have been accomplished were:

Employ counselor	Completed
Employ para-professional counselor	Completed

Train para-professional to complete assigned tasks	Completed
Design data card to be marked by student	Completed
Assign student to appointment with counselor or para-professional counselor based on previously assigned tasks	Completed
On-going in-service program for para-professional counselor	Completed
Compare retention rate of sample group and other first-time freshmen	Not Completed
Compare grade point averages, certificates and degrees earned by two groups	Not Completed
Determine optimum increment of students and para-professional	Noe Completed

4. We have identified the target population as 300 first-time freshmen enrolled for the Fall Semester.

5. The need was better service to the counselee and more effective use of counselor time with the employment of a para-professional to assume some of the more routine clerical tasks formerly assigned to the counselor.

6. The design of the evaluation would be to determine and compare the grade point average, retention rate, etc. of the 300 first-time freshmen assigned to the team composed of the para-professional and professional counselor to other first-time freshmen. As a collorary to this we would determine more information on our drop out rate which is supposedly very high in the community colleges.

7. This concept should be continued. In order for students to take advantage of professional counselors we must eliminate or find other ways to relieve the counselors of routine or clerical tasks assigned to them. One of the weaknesses of the design was the project activities were not stated in enough detail. More experience and involvement in Title III projects would have been invaluable. The normal problems of changing

from NDEA Title V to ESEA Title III caused some confusion and extensive delay.

8. Personnel involved were Mr. Charles Schultz and Mrs. Ursula Anderson.

B. Results Achieved

1. The project was designed to be initiated beginning in the Fall Semester with a random sample of first-time freshmen students. The college was notified our project was approved by correspondence dated February 2, 1971. This precluded the target population of Fall Semester first-time freshmen.

   a. Our grant was approved in February 1971. Therefore, it was necessary to select one of our counselors to work with and provide training for a para-professional counselor. The possible employment of a new untrained counselor at that late date was not practical in relation to the termination of the project June 30, 1971. The training manual we developed is attached. We employed a classified employee as a para-professional counselor on March 19, 1971, and a training program was initiated by Mr. Schultz with the aid of the training manual. The in-service program was initiated for the para-professional counselor. A data card was designed to assist the Counseling Center to determine the nature of the counselee appointments, however, this card was not available until the latter part of the Spring Semester and it was not used until the Fall Semester 1971. The on-going in-service program to train the para-professional counselor was instituted and continued.

b. Activities to have been accomplished were:

Employ counselor
Employ para-professional counselor
Train para-professional to complete assigned tasks
Design data card to be marked by student
Assign student to appointment with counselor or para-professional counselor based on previously assigned tasks
On-going in-service program for para-professional counselor
Compare retention rate of sample group and other first-time freshmen
Compare grade point averages, certificates and degrees earned by two groups
Determine optimum increment of students and para-professionals

The employment and training of the para-professional counselor has been completed and she has received the approval of the students and the counseling staff. The design of the data card will help us to determine the total number of students the counselors see during a semester or academic year and will also give us a better idea regarding the reasons why students make counseling appointments. Due to the short length of the project the in-service training program was continued until the termination date. During an eight-week period the para-professional counselor worked with 145 separate students. The nature of the appointments were as follows: 54 program planning, 49 general counseling information, 19 refer to counselor for additional assistance, 11 transfer to four-year institution, 8 college regulations, and 6 admissions information.

c. The following major activities were not completed. We were unable to compare the retention rate of the sample group and other first-time freshmen because the project was limited to four and one-half

months, beginning in February and the completion date of June 30, 1971. As previously indicated we were unable to employ a credentialed counselor. The same thing is true in comparison of grade point averages and certificates. To evaluate degrees earned a two or three year period would be necessary. We were unable to determine the optimum increment of students assigned to a para-professional and professional counselor who act as a team due to the late start and early termination date. We are extremely pleased with the training of the para-professional and hope to continue the employment of a para-professional counselor

2. Evaluation

a. We were to compare a group of first-time freshmen students who enrolled in the Fall Semester who were assigned to the team composed of the professional and para-professional counselors to other first-time freshmen. We would compare the control group and the experimental group on the basis of retention rate, grade point averages, certificates and degrees earned. The evaluation was not effective because of the late date of our grant approval. This precluded the selection of the proper target group and the employment of a full-time counselor.

b. Essentially our evaluation design would be a random sample selection of 300 first-time Fall Semester freshmen. The control group would be compared with the experimental group in the following areas: retention rate for first semester, second semester, etc.;

withdrawal and follow-up of students who withdrew; grade point averages and probation status; and, at a later date, certificates and associate degrees earned.

c. The evaluation was not completed based on the evaluation design.

d. None

e. None

C. Effect of Project

1. As a result of this project the attitude of our counselors is now very positive in relation to the concept of para-professional counseling. It now appears the counseling staff is very much in favor of adding para-professional counselors to the staff in order to provide more services to students.

2. We were unable to work with the target population due to the date the project was approved.

3. This was not accomplished due to the date the project was approved.

4. Sweetwater Community College District. There have been no changes since the initial application.

5. We will employ the same para-professional counselor for the academic year 1971-72 and in the future hope to add para-professional counselors to our staff.

D. Dissemination

1. Project information was not disseminated with the exception of several training manuals that were distributed to other community colleges.

E. Project Costs

1.	$8135	Total Costs of Project Since Inception.
2.	$ 535	Total Non-Federal Support.
3.	$7600	Total Federal Support Under Title III, ESEA
4.	--	Total Costs - Past Budget Period.
5.	--	Total Non-Federal Support (Past Budget Period).
6.	--	Total Title III Support (Past Budget Period).
7.	$ 140	Developmental Costs Since Inception (Estimated).
8.	--	Estimated Developmental Costs (Past Budget Period).
9.	$ 110	Estimated Implementation Costs Since Inception.
10.	--	Estimated Implementation Costs (Past Budget Period).
11.	$ 285	Estimated Operational Costs Since Inception.
12.	--	Estimated Operational Costs (Past Budget Period).

PART III - FINANCIAL

APPENDIX E

DEPARTMENT OF EDUCATION
721 CAPITOL MALL
SACRAMENTO, 95814

TO: Chief
Bureau of Program Planning and Development
Title III, ESEA

DATE: September 29, 1971

FROM: Southwestern College

SUBJECT: Budget Transfer Request for ESEA III Project Funds
Reference:

Project Title: Utilization of Para-Professional Counselors
Project Grant Award Number: 0808

FROM:			TO:		
Functional Classification Account No.	Expense Category	$ Amount	Functional Classification Account No.	Expense Category	$ Amount
210	Salaries - Professional	$5400			
220	Salaries-Non-Professional	$2200			
	TOTAL	$ 7600		TOTAL	

Reason(s) for Budget Transfer Request: (attach sheet if necessary)

The above request has been reviewed and is approved for submission.

A Revised Budget Summary (Form III-104) is attached.

SUBMIT BUDGET TRANSFER REQUEST IN DUPLICATE.

Chester J. Dolson
(signature of Authorized Agent)

APPENDIX F

Form III-104

CALIFORNIA STATE DEPARTMENT OF EDUCATION
Bureau of Program Planning and Development
Title III, E.S.E.A.
Sacramento, California 95814

PROPOSED BUDGET SUMMARY/EXPENDITURE REPORT OF FEDERAL FUNDS
Title III, Elementary and Secondary Education Act of 1965 - Supplementary Centers and Services Program

Name and Address of Agency	Project Number
Southwestern College - 900 Otay Lakes Road - Chula Vista, California 92010	0808

PART I - EXPENDITURES (other than construction)
$7600

___Proposed Budget Summary*
___Estimated Expenditure Report
_x_Final Expenditure Report

Budget Period, (Month, Day & Year)
Beg.: February 1, 1971 End: June 30, 1971

Expenditure Accounts		EXPENSE CATEGORIES							
		Salaries							
FUNCTIONAL CLASSIFICATION	Account No.	Professional	Nonprofessional	Contracted Services	Materials & Supplies	Travel	Equipment	Other Expenses	TOTAL EXPENDITURES
1	2	3		5	6	7	8	9	10
1. Administration	100								
2. Instruction	200	5400	2200						7600
3. Health Service	400								
4. Pupil Transportation Services	500								
5. Operation of Plant	600								
6. Maintenance of Plant	700								
7. Fixed Charges	800								
8. Food Services	900								
9. Community Services	1100								
10. Remodeling(if costs total more than $2,000 enter in Part II)	1220c								
11. Capital Outlay (Equipment only)	1269								
12. TOTALS →		5400	2200						7600

* Attach Detail Schedules

PART II - CONSTRUCTION EXPENDITURES

(Check One)

___ Proposed Budget Summary

___ Estimated Expenditure Report

X Final Expenditure Report

Budget Period (Month, Day & Year)
Beginning: 2/1/71
Ending: 6/30/71

	EXPENDITURE ACCOUNTS	Acc't Number	Amount	Negotiated Budget
	1	2	3	4
1	SITES			
	A Professional Services	1210a		
	B Improvement to Sites	1210c		
2	BUILDINGS			
	A Professional Services	1220a		
	B New Buildings and Building Additions	1220b		
	C Remodeling (if $2,000 or less, enter in Part I)	1220c		
3	ADMINISTRATIVE EXPENSES (Specify Below)	1220		
	A			
	B			
4	LEASING OF FACILITIES			
5	TOTAL		$ None	$ None

PART III - SUMMARY - AUTHORIZATIONS, EXPENDITURES AND BALANCES

Budget Period (Month, Day and Year)
Beginning: February 2, 1971
Ending: June 30, 1971

___ Estimated Expenditure Repor

X Final Expenditure Report

___ Project Continuing

X Project Terminated

1	2	3
AUTHORIZATIONS, EXPENDITURE AND BALANCES		
1. Amount of Grant Award for Budget Period →	$7600	
2. Unexpended Balance from Grant of Prior Budget Period →	None	
3. Total Amount Authorized for Expenditure for the Budget Period (Sum of Items 1 & 2) →		$7600
4. Expenditures during Budget Period →		$7600
5. Unexpended Balance of Funds Authorized for Expenditure for the Budget Period →		None

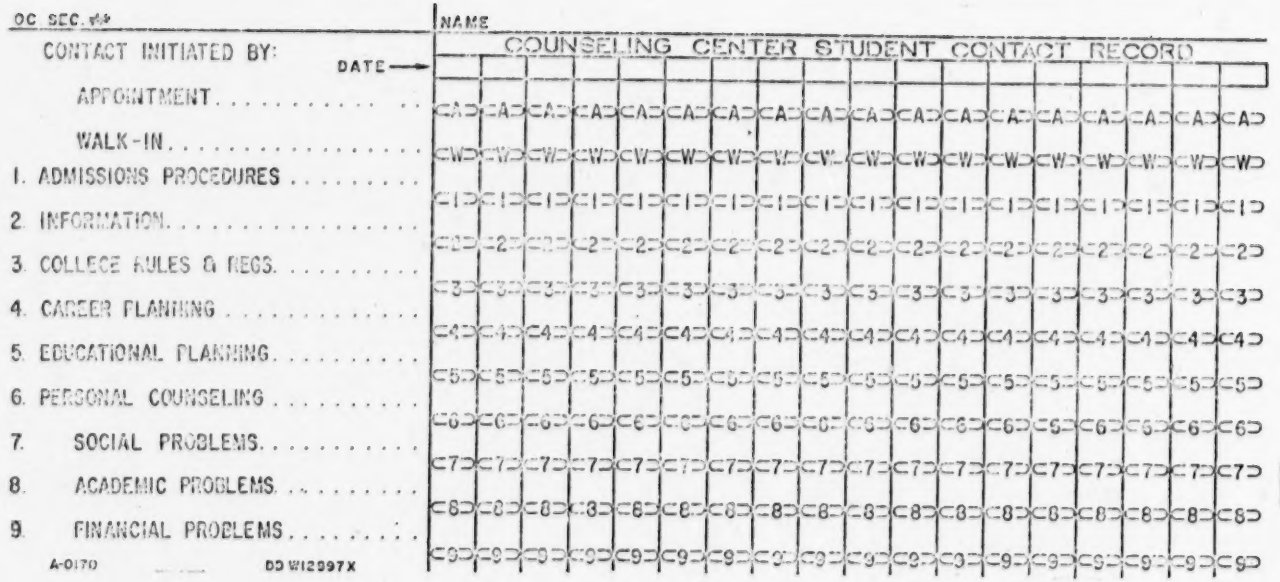
PART IV - CUMULATIVE TOTALS

1. Cumulative Total of Grants Awarded Since Project Inception →	$7600
2. Cumulative Total of Cash Received Since Project Inception →	None

CERTIFICATION: I CERTIFY that the expenditures reported above have been made, and that all obligations have been liquidated; that this project has been conducted in accordance with applicable laws and regulations; that the approved application for this project plus any approved amendments are on file; and that full records of receipts and expenditures have been maintained and are available for audit.

Clinton J. Kelley
Signature of Authorized Agent

September 29, 1971
Date



SAMPLE OF DATA CARD DEVELOPED UNDER THIS PROJECT

PARA-PROFESSIONAL TRAINING MANUAL

TRAINING MANUAL FOR PARA-PROFESSIONAL COUNSELORS

Philosophy of Counseling and Guidance

Southwestern College believes that it should provide assistance to each student in selecting and achieving a worthwhile educational objective. The College realizes that a student can make responsible decisions about his goals only if he understands his own abilities and needs, and has knowledge of the educational and occupational opportunities available to him.

Each entering student is assigned a professionally-trained counselor who will help him define his objectives and plan how to reach them. Each beginning freshman (under 21 years of age) is required to take the course, "Orientation" (Psychology 28). In this course the student will become familiar with the educational and co-curricular program at Southwestern College, learn principles and techniques of effective study, gain increased knowledge of his own interests and aptitudes and of their significance with respect to his educational and vocational goals, and develop sound educational and vocational plans.

The counseling and guidance program is designed to assist each student in evaluating and selecting educational and vocational goals, and in relating his choice of courses to his abilities and objectives. In addition, the total counseling program strives to provide continuing guidance to all, and special services to those with special needs, in order that each student may be assisted to make the most of himself and of his educational opportunity.

1. Student Utilization of Counseling Services

   a. The Counseling Center is responsible for liaison between the high school and college, in order to coordinate activities in the student's transition from high school to college.

   b. Each student has an opportunity to meet with a counselor prior to registration to review his educational goals and intended course of study.

   c. Each student is encouraged to meet with his counselor at least once each semester to review progress and develop the next semester's program.

   d. Students with special needs (academic or personal) are provided additional assistance upon request or referral.

2. Pre-School Orientation for Entering Freshmen

   a. The Counseling Center in co-sponsorship with the Administration, Faculty and Associated Student Offices provides the entering freshmen an opportunity to visit the college campus previous to the beginning of class instruction.

   b. The student is acquainted with the Administrative Operations of the college, the Faculty, the Associated Student Offices, the Counseling Center and available facilities in their pursuit of goals.

3. Freshman Orientation Course

   a. The course is designed, primarily to assist the student:

      (1) To become familiar with the educational and co-curricular program.

      (2) To learn principles and techniques of effective study.

      (3) To gain increased knowledge of his own interests and aptitudes and of their significance with respect to his educational goals.

4. Testing Program and Other Data Collection

   a. A Guidance-Placement Examination is administered which is required for all regular students and optional for limited (6 or fewer units) students. Results are used as a general guidance factor as well as for English placement. The Mathematics Placement Test is required of all students who enroll in Mathematics courses with the exception of Math A, 5, or 18.

      Several standardized tests are administered during the freshman orientation course, and supplemental tests are administered to individual students as needed.

   b. Matriculation and registration procedures collect considerable information in the form of student transcripts and personal data sheets. Also, several studies of student characteristics, course selection and performance, follow-up etc., are maintained on a continuing basis.

   c. Student data is used to assist the individuals concerned and to help the College evaluate and develop its total educational program.

PARA-PROFESSIONAL COUNSELOR

DEFINITION

The Para-Professional Counselor is under the supervision of the Director of Guidance, but direct supervision may be assigned to one counselor. The Para-Professional Counselor must be advised of the limitations of service to be provided to students and the confidentiality of student records.

EMPLOYMENT STANDARDS

Knowledge	This position requires college experience preferably from Southwestern College.
Ability	The ability to communicate and relate to college students and capable of adapting to new situations.
Personal Traits	Must be gregarious, have wide range of interest and objectivity.

TYPICAL DUTIES

The following responsibilities are assigned to the Para-Professional Counselor:

1. Be able to accurately relate to students all college policies and regulations.
2. To work with students at pre-registration and registration.
3. To be aware of materials available for occupational and vocational guidance and refer students to this source of information.
4. Be familiar with basic concepts of tests and measurements.
5. To refer students to agencies or individuals on and off campus.
6. Interviewing and other methods of working with students.

EDUCATION

Associate Degree from Southwestern College or experience as a student in a community college is necessary.

Definitions

Census Week - The fourth week of regularly scheduled classes is the Census Week for a semester.

District - A school district maintaining or formed to maintain one or more community colleges.

COURSES

Adult Ungraded (Courses for Adults) - All those courses not classified as graded are ungraded. Will have NO unit value.

Day Course - A class beginning before 4:30 p.m.

Extended Day Course (Evening) - A class beginning at 4:30 or later.

Graded Course - Courses meeting the course criteria and standards as approved by the Board of Governors, California Community Colleges. Will always have assigned a unit of credit.

Occupation Program - A curriculum designed to prepare students for immediate employment in an occupation or cluster of occupations, rather than for further advanced study leading to a bachelor's or higher degree. The curriculum leads to a certificate or associate degree or other formal award.

Short-Term Course - A class meeting less than a full semester of summer session.

Transfer Program - An organized sequence of courses which, when completed by a student, will be accepted by a four-year college or university for further advanced study leading to a bachelor's or higher degree.

CREDIT

Semester Unit of Credit - One unit of credit may be awarded for (1) a class meeting one hour per week for a semester; or (2) a laboratory meeting two hours per week for a semester; or (3) a laboratory meeting three hours per week for a semester, or combinations of these, depending considerably upon the kind of instruction and material covered in the course.

Semester credit hours (or semester units of credit) are converted to quarter credit hours (or quarter units of credit) by multiplying the number of semester credit hours by one-and-one-half.

Quarter Credit - A "quarter credit" is the credit allowed for approximately three hours of recitation, study, or laboratory work per week for each week in an academic quarter.

Quarter credit hours are converted to semester credit hours by multiplying the number of quarter hours by two-thirds.

Work Experience Credit - The extension of vocational learning opportunities for the student through employment in the occupation for which his college program has been designed. No more than four (4) credit hours per semester with a maximum total of sixteen (16) credit hours during the student's enrollment in any community college. To qualify for participation in the work experience education program, a student shall be a full-time student.

STUDENT

Active - One currently enrolled at Southwestern College.

Applied for Admission - Completed the application forms and filed them in the Admissions Office.

Apprentice - A legally indentured apprentice. He is required to be enrolled in a community college as part of his apprentice program.

Continuing - A student who is registered in the current semester and who was registered (enrolled) in the immediately prior semester.

Degree - A student who is enrolled in a series of courses leading to an associate degree or higher.

District - A student whose legal residence is in the State of California and is within a district maintaining a junior college.

Drop - A student who, in accordance with college policy, has initiated action to cancel his enrollment in a course, or who has had such action initiated on his behalf by the instructor or other college authority.

First-time Freshman - A student enrolled in a regular session of any college for the first time.

First-time Transfer - A student enrolled in a regular session at Southwestern College for the first time and who transferred from another college.

Freshman - A student who, at the time of registration, has completed fewer than 30 units of credit.

Foreign - A student who is both a citizen and resident of a foreign country.

Full-time - A student enrolled in twelve or more semester units of credit each semester.

New - A student who is enrolled at Southwestern College for the first time.

No Show - A student who has been admitted to the college, completed registration procedures and has enrolled in a class (es) but who has failed to attend such class(es). Students who have applied for admission but have not completed registration procedures are not considered No Shows.

Nondistrict - A student whose legal residence is in the State of California but not within a district maintaining a community college.

Nonresident - A student whose legal residence is not in the State of California.

Other - A student who at the time of registration has been awarded an associate or higher degree.

Part-time - A student registered for fewer than twelve units of credit in one semester.

Registered - A student who has completed the registration procedures, paid his fees (if any). A student may do this and then be a No Show. He is still a registered student for that semester.

Returning - A student enrolled in a regular session after an absence of one or more regular sessions without interim attendance at another college.

Returning Transfer - A student who attended Southwestern College, transferred to another college, and has now returned to Southwestern.

Sophomore - A student who has completed thirty (30) or more units of credit but does not hold a degree.

Transfer - A student who attended Southwestern College and then transferred to another college. A transfer student is one who is planning on continuing his education at a four-year college or university.

Veteran - A student who is receiving reimbursement or financial support under either Federal or State laws by virtue of service in the armed forces of the United States.

Withdrawal - A student who has initiated a complete withdrawal from college cancelling his enrollment in all classes or who has had such action initiated on his behalf by an instructor, counselor or other college authority.

TYPICAL DUTIES

1. Be able to accurately relate to students all college policies and regulations

ADMISSION AND REGISTRATION	Southwestern College Catalog	Education Code	Title Five
	Page	Section	Section
Admission policies	15-17	25503	
Expenses (ASO fees and Nonresident Tuition)	18-19	25505.8	54101
High School Specials	17	25503.5	
Registration Procedures (see memo published each semester on registration procedures)	17		
Residence requirements	15	25505.1	54100
Testing - Guidance-Placement Tests	16		
Veterans	17-19		
COLLEGE REGULATIONS			
Address changes	21		
Attendance regualations	21		
Auditing classes	21		
Certificates (Vocational)	30A		
Credit by examination	22	25518.6	51605
Degrees	29-30	25517	51602
Disqualification	26-27		51301
Final examinations	23		

COLLEGE REGULATIONS (continued)	Southwestern College Catalog	Education Code	Title Five
Grading	23-24		
Credit/No-Credit Grades	24		51102
Independent Study	22		
Physical Education Requirement	25	25520	
Probation	26-27		51301
Program Changes	22		
Special Forms and Petitions (See Addenda)			
Transcript of Record	28		

2. To work with students at pre-registration and registration.

TH E REGISTRATION PROCESS FOR ALL STUDENTS
SPRING 1971

I. CONTINUING DAY STUDENTS

A. Pre-Programming Appointments

1. Director of Guidance publicizes pre-programming appointments in the student bulletin and the college newspaper two weeks prior to first appointments.

2. Director of Guidance will clear the use of the room with Dean of Arts and Sciences.

3. Students make a pre-programming appointment in the Counseling Center. These appointments were held in the Exhibit Hall - Planetarium. At this session the student completes the following forms:

4.

Program Request Form
Continuing Student Application

5. After receiving instructions from the counselor and completing the forms to select his classes, he returns the Program Request Form and the Continuing Student Application to the Admissions Office.

a. The Continuing Student Application is validated with the student's plastic I.D. card.

b. The Registration Packet Number is written in the upper right corner of the Program Request and the Continuing Student Application and the packet is given to the student along with the pink copy of the Program Request.

c. The Registration Packet tells the student when to come back to register for the Spring semester.

B. Procedures for students who did not attend pre-programming sessions:

1. Complete the following items in the Counseling Center:

a. Present validated Continuing Student Application (validated with plastic I.C. card in the Admissions Office).
b. Complete Program Request form.
c. Registration Packet number is written on the Program Request form and the Continuing Student Application.
d. Give the packet and pink Program Request form to the student.

II. New, Returning and Transfer Day Students

A. Admissions Office

1. File application forms for admission in the Admissions Office.

2. Check residence to determine if inter-district permit is necessary. If required, no application is accepted until permit is filed.

3. Regular Day students must complete the following:

   a. Guidance-Placement examination or a transcript on file indicating fifteen units successfully completed at another college.

   b. Transcripts from other colleges and last high school attended on file.

4. When student has completed the above items, he is cleared for a counseling appointment. Students whose transcripts have not been received in the Admissions Office will be assigned counseling appointments after January 15 in order to eliminate an expected back up of students during the third and fourth week of January.

B. Counseling Center

1. Students must present Counseling Appointment card to the Counseling Receptionist to determine if he is cleared for counseling. If he does not have a Counseling Appointment card, Counseling Receptionist checks our file copy of the Counseling Appointment card to determine the date and time of the counseling appointment. If we have no Counseling Appointment card for the student, he has not applied and he must apply for admission before submitting a Program Request form. Those students requesting counseling before application for admission will ONLY see Mr. Schultz.

2. Probation and Disqualified Students

   If the Petition for Admission on Probation is attached to the folder, the counselor must discuss the grade point deficiency and Southwestern College probation and disqualification policy with the student. The summary of units attempted, units completed, grade points and grade point deficiency is posted in the top right corner of the transcript. We are not obliged to accept all students regardless of the number of units attempted or the grade point deficiency. If in the opinion of the counselor the student cannot be served by attending Southwestern College, he should refer this student to Mr. Barend, the Director of Admissions.

   CAUTION: We cannot admit students disqualified from San Diego City, Mesa, Grossmont, Palomar or Mira Costa who were disqualified from one of these colleges the immediately preceding semester. These students should also be referred to Mr. Barend.

3. Students selecting evening classes ONLY must submit Program Request form in the Admissions Office in order to obtain an evening registration packet. Students who register for evening classes ONLY will not have a study list in day registration and therefore must register in the evening. If a student selects one day class, he is considered a day student. He may select a combination of day and evening classes and his study list will be among those for day registration. Saturday classes are considered as evening classes for registration purposes.

4. Upon completion of the Program Request the student receives a Registration Packet and the pink copy of the Program Request form. The Counseling Receptionist will mark the Registration Packet number in the top right corner of the Program Request form.

5. Assignment of students to counselors may be accomplished by distribution of Psychology 28 classes except those students not required to enroll in Psych 28. The student should write the counselor of his choice in the top left corner of the Program Request form.

III. Day Registration

A. Those students who have submitted a Program Request prior to January 21 will have a study list produced by Data Processing and will register at the following times:

Monday - Jan. 25 - 3:00-6:00 Wednesday - Jan. 27 - 3:00-6:00
Tuesday - Jan. 26 - 3:00-6:00 Thursday - Jan. 28 - 1:00-5:00
Friday - Jan. 29 - 8:30-12:30

B. Resolving Conflicts

1. Students' registration is determined on a priority based on the number assigned to registration packet. Therefore, in resolving conflicts, those students with the highest number of units will have the first opportunity to resolve conflicts.

2. Students who have 8999 printed on study list and desire to resolve the conflict will automatically obtain a priorty slip to resolve conflicts on February 1. Also, students who have job conflicts or did not obtain the class they selected on the Program Request form will be given priority slips to resolve conflicts on February 1. After registration on Friday, January 29, classes selected by the "no shows" will be placed in the card bins to give us accurate information regarding class enrollment.

3. Resolution of conflicts will take place on February 1 and 2 ONLY. We will attempt to complete this on February 1 but can use February 2 as a contingency. We scheduled approximately 1200 students for conflict resolutions for the Fall semester and should plan for approximately the same number for the Spring semester. We will plan to schedule fifty students per half hour. Mr. Schultz will complete the details such as scheduling of counselors and providing numbered permits. It will take place in the East side of the Student Union.

D. Manual Registration on February 3, 1971 (February 4 as a contingency)

1. All registration will take place January 25 - 29. We will have to make the last computer run on January 21, or hopefully January 22. This would mean we would have approximately 200 students to register manually on February 3. Mr. Schultz will give detailed instructions regarding the schedule. Students who have counseling appointments after January 22 will have a list of courses and several alternate courses to facilitate their manual registration on February 3.

EVENING REGISTRATION

I. Continuing Students

A. Registration appointments are made in the Admissions Office. Student completes the following forms:

Continuing Student Application is validated with plastic ID card.
Program Request Form - student selects classes from evening schedule.

Student is given the pink copy of the Program Request form and an Evening Registration Packet. The registration packet number is written on the upper right corner of the Program Request form and the Continuing Student application.

II. New, Returning and Transfer Students

A. Limited Students (six units or less)

1. Student completes application for admission forms in Admissions Office. They include the Program Request form on which he selects his classes and then receives his registration packet. Packet number is entered on the upper right corner of the Program Request form.

B. Regular students

1. Student completes application for admission forms in Admissions Office.

2. Completes Guidance-Placement examination and requests transcripts from other colleges and last high school attended.

3. When above requirements have been completed, his Program Request form is forwarded to Data Processing.

4. Student receives Registration Packet when he files application for admission but his Program Request is not forwarded to Data Processing until he is cleared as a regular student.

5. After January 22 all evening students are cleared as Limited students and their Program Request is automatically forwarded to Data Processing.

III. Evening Registration

A. Evening registration will take place from 5:30 to 8:30 on February 1, 2 and 3. This registration will be based on Program Requests submitted to Data Processing prior to January 28.

B. February 4 will be a manual registration for students who applied after January 27 and for "No Shows" of February 1, 2 and 3.

C. Students who apply for admission from February 4 through September 11 will be scheduled to appear at late registration beginning at 5:30 on February 11.

D. Because Dr. Weston will not be available for registration, it will be necessary to schedule one counselor for evening registration on February 1, 2 and 3 and two counselors for February 4 and 11. Mr. Schultz will make the arrangements for scheduling the counselors.

IV. Program Changes

A. Day Students

1. The basic philosophy at conflict resolution is to assist the student to obtain the courses he selected on his Program Request. If the student simply changes his mind regarding class selection, he may make a program change during the first week of instruction with the consent of the instructor.

B. Evening Students

1. Program changes cannot be accepted in the evening program in the same manner as the day program because we must know class enrollment for late registration on February 11. Students come to the Counseling Center during the first week of instruction to complete Program Change form in order that we may keep accurate enrollment data regarding each evening class section.

V. Exceptions

A. After January 27 students who have a day registration packet and wish to change to evening only should do the following:

1. Keep day registration appointment.

2. Go directly to Admissions Office and drop all day classes and add desired evening classes.

B. Evening students who want to change to day classes should do the following:

1. Students who apply for admission after January 22 may not change to day classes.

2. If the evening student is registered, the only option available to him is to be accepted by day instructors during the first week of instruction.

3. For the evening student who has not registered, give him an appointment to register manually on February 3.

C. Registration time missed

1. Day Students

a. If student misses his registration time, he may come back at any of the scheduled registration periods listed on the packet for January 25, 26, 27, 28 or 29 but he must have a Registration packet to enter the registration area.

b. If a student misses registration on January 25, 26, 27, 28, or 29, his classes will be cancelled and he will be given an appointment to manually register on February 3.

2. Evening students

a. Student misses evening registration on February 1 or 2 he may return on February 3 any time during the scheduled registration period.

b. Student misses registration on February 1, 2, or 3, he must be manually registered on February 4 or 11. He may use the packet he had for Feb. 1, 2, or 3 but his classes will have to be selected again and they may be filled. His pre-selected classes will be cancelled if he does not show up on February 1, 2 or 3.

3. If a student cannot attend registration, he may have someone else register for him.

4. A student may attend registration any time after his scheduled appointment time but not before.

LRC:kg

Policies and Procedures for Withdrawal Grades

1. All program changes - either adding or dropping courses must be made in writing on official forms available in the Admissions Office.

2. Procedures for student initiated withdrawal from an individual day class:

   a. If the student decides to withdraw, he obtains the signed Registration Verification Card or other signed approval by the instructor and returns it to the Admissions Office and completes a Program Change form.

   b. The withdrawal is not official until the student presents his identification card to complete the Program Change form.

   c. To withdraw during the final examination week, the student should contact the instructor who will enter a "W" on his grade roster.

3. Procedures for student initiated withdrawal from college or an evening class:

   a. Students get official withdrawal forms from the Admissions Office.

   b. Admissions Office sends pink Withdrawal Notice (Form A68) to the instructor.

   c. Instructor signs and returns Registration Verification Card to Admissions and destroys Withdrawal Notice.

4. Procedures for instructor initiated withdrawal for an individual course. Instructor checks one of the following sections of the Registration Verification Card, dates, signs and returns to the Admissions Office:

   a. Never Attended - Student does not attend the first class meeting.

   b. Excessive Absence - When the student's absences equal the number of hours the class meets per week, the student may be dropped.

   c. Non-performance - The student is obligated to meet the course requirements. If his performance is inadequate or his attitudes are detrimental to class progress, the instructor may withdraw the student from class.

5. Withdrawal Grades

   a. Any student who withdraws or who is withdrawn from a class at any time will receive a grade of "W".

b. A student may withdraw from a course without penalty any time prior to the final examination.

c. At the time of final examination a student may file with his instructor a Conditional Petition for a "W" Grade in which he may state the circumstances (i.e., if he would receive a letter grade of "D" or if he would receive a letter grade of "F") under which he would prefer that a grade of "W" (non-penalty) be assigned instead of the "D" or "F" grade.

d. Any student who received a total of fifteen (15) or more units of "W" grades, No Credit grades, or "W" and No Credit grades combined, within one academic year (September through June) exclusive of Summer Session, is subject to disqualification and if disqualified must petition for permission to enroll for the following Fall Semester.

6. Program Changes - Day Classes

a. Instructors will receive five blank Regist ration Verification Cards If the instructor approves adding a student to his section, he dates and signs the middle section of the card and gives the card to the student. The student will complete the program change in the Admissions Office.

b. Counselors will be available to assist students with multiple class changes.

Changes in Grades

A grade other than "Incomplete" once reported, is subject to change only if it has been caused by a clerical error. An instructor wishing to change such a grade must obtain a "Notice of Change of Grade" from the Admissions Office and have it approved by the Dean of Applied Arts and Sciences or the Dean of Liberal Arts and Sciences. To change a grade of "Incomplete" to another letter grade, the instructor or department chairman need only complete a Notice of Removal of Incomplete Grade (Form A87) in the Admissions Office.

Mid-Term Grades and Unsatisfactory Grade Reports

Each instructor should keep his students informed of their progress throughout the semester. This process is formalized at the mid-term period which is designated for each semester in the College Calendar. During this time instructors determine mid-term grades for all students at least to the extent of identifying those students who are earning "D", "F" or "I" grades; and report such deficient grades to the Admissions Office by means of their Registration Verification Cards.

ADDENDA

NAME OF FORM

Admission on Probation

ASO Card Refund, request for

Continuing Student Application

Credit by Examination

General Education Certification

Grade Change

Green Sheet on Educational Planning

Independent Study, enrollment in

Leave of Absence

Major, change of

Major Requirements, waiver or subs

Pre-Registration Appointment Card

Program Change and Withdrawal Notice

Program Request Form

Registration Verification Card

These sample forms are not included because they are marginally reproducible. They are available, however, from the Counseling Office, Southwestern College, 900 Otay Lakes Road, Chula Vista, California, ATTN: Mr. Charles Schultz.

UNIVERSITY OF CALIF.
LOS ANGELES

AUG 29 1973

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION